

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB01-35

Date: October 17, 2001
Expiration Date: 06/30/02
69:136:cg:4946

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR SEPTEMBER 30, 2001

The purpose of this information bulletin is to provide instructions regarding reporting requirements under the Workforce Investment Act (WIA). These instructions address financial and participant data reports for the following funding streams and grant codes:

- Title I Early Youth (GC 340)
- Youth (GC 301)
- Adult (GC 201, 202)
- Dislocated Worker (GC 501, 502)
- Rapid Response 25 Percent (GC 540, 541, 542, 543)
- National Emergency Grants (NEG) (GC 723, 724, 727, 728, 729, 737)
- Veterans Workforce Investment Program (VWIP) (GC 377, 378)
- Title II (JTPA) to Title I (WIA) Transition (GC 112, 222, 276)
- Title III (JTPA) to Title I (WIA) Transition (GC 516, 604, 608)
- WIA 15 Percent Statewide Activities (GC 197, 198, 211, 213, 214, 290, 291, 607, 609, 610, 614, 615)
- Caregivers Training Initiative (CTI) State Match Funds (GC 798)

Expenditures for the above funding streams must be reported as cumulative from the beginning of the subgrant to the end of the quarter. For Program Year (PY) 2000, beginning dates for subgrants with "early" youth funding will vary depending on the date Local Workforce Investment Areas (LWIA) accepted their "early" youth funding. The beginning date for PY 2001 youth funding is April 1, 2001.

All PY 1999 funds transitioned from Job Training Partnership Act (JTPA) to WIA must be spent by June 30, 2002. Any PY 1999 funds not spent as of that date must be recaptured and returned to the Department of Labor (DOL). All PY 2000 funds distributed by WIA formula allocation (GC 201, 202, 301, 340, 501 and 502) must be spent by LWIAs by June 30, 2002. Any PY 2000 formula funds not spent by that date must be recaptured and returned to the Employment Development Department (EDD).

Submission of reports

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit the quarterly financial reports and Individual Participant Data (IPD) in electronic format (direct transmission). Direct transmission of required reports is due no later than close of business on October 20, 2001. Expenditure data for all grant codes EXCEPT grant codes 276, 301 and 340 (Youth) will be submitted using the JTA screen shown in *Attachment 1*. Expenditure data for grant codes 276, 301 and 340 (Youth) will be

submitted using the JTA screen shown in *Attachment 2*. Line item instructions for *Attachments 1 and 2* are shown in *Attachment 3*. Signed hard copies are not required.

Subgrantees without access to the JTA system for reporting purposes must submit signed quarterly financial reports by mail or by fax no later than close of business October 20, 2001. Copies of the required forms are provided in "*Attachments 1 and 2*." Line item instructions for *Attachments 1 and 2* are included as "*Attachment 3*."

Please note that program expenditures for the following grant codes **only** are to be reported on the "Other" line in Section V.5 of the EXPD "Summary of Expenditures" (*Attachment 1*):

- Local Area Training (GC 211)
- RR (GC 540, 541, 542, 543)
- NEG (GC 723, 724, 727, 728, 729)
- CTI (GC 607, 798)

Program expenditures for these grant codes are not to be split into the categories shown in Section V, lines 1-4 of the EXPD "Summary of Expenditures" (*Attachment 1*).

Veterans reporting

The Workforce Investment Division is working to automate the Veteran Participant Report Summary. We will implement the automation in the 2nd Quarter (January 20, 2002). In the interim, all veteran providers funded by grant codes 377, 378, 609, and 610 need to manually complete the "Veteran Participant Report Summary" (in addition to submitting the IPD electronically) to collect data required by the DOL, Veterans' Employment Training Service. A copy of this form is provided in *Attachment 4*. All veteran providers must fax a hard copy of the completed Veteran Participant Report Summary form for the 1st Quarter by October 20, 2001, to Debor L. Untal, Performance Management Unit (PMU), at (916) 654-9586. For any questions related to completing the report form, or any questions on veteran participant reporting, call Debor L. Untal, PMU, at (916) 654-8295.

For additional information

If you have questions on financial data, please contact David Simpson of the Financial Management Unit, at (916) 654-9819. For questions regarding participant data, please contact Esperanza Cuevas-Reardan, PMU, at (916) 654-7585. For JTA questions, please contact the Automation Customer Support Unit's Help Desk at (916) 653-0202.

/S/ BILL BURKE
Chief

Attachments are available on the Internet:

1. [Summary of WIA Expenditures Form /JTPA On-Line Expenditure Reporting Line Item Instructions](#) (DOC) (115k)
2. [Summary of WIA Expenditures – Youth Form/JTA On-Line Expenditure Reporting Line Item Instructions](#) (DOC) (114K)
3. [Veteran Participant Report Summary \(VPRS\) Form](#) (DOC) (136k)